



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: ON-CALL ANIMAL CONTROL OFFICER

SALARY RANGE: \$18.29 hourly, per diem

HOURS OF WORK: On-call – As Needed

The City of Middletown is accepting applications for the position of ON-CALL ANIMAL CONTROL OFFICER – part time. This position is located in the Middletown Police Department and requires the ability to work evenings, weekends and holidays. Interested parties should complete an *Application for Employment* and return it to the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457. Applications can be printed from our website at www.Middletownct.gov. Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: High School diploma or equivalent, minimum of two (2) years of work experience which must include handling and caring for animals, and must have a valid Connecticut motor vehicle operator license. (**Copy of required license must be attached to application**) Applicants must have knowledge of both domestic and wild animals including behavior, handling, transport, sheltering, care and feeding; Must be available to work evenings, weekends and holidays; applicant must demonstrate proof of rabies vaccination or said vaccination will be provided upon hire; and successful candidate must have the ability to complete 80 hours of the CT Animal Control statutory training requirements.

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected. Successful applicants must have the ability to comprehend, interpret, enforce and apply state statutes and local ordinance; must have the ability to write reports in a clear, accurate and concise manner; must have knowledge of the geographic boundaries of the city including location of streets, schools, and parks; must have the ability to capture, handle, restrain, confine and transport animals using appropriate methods, techniques and specialized equipment.

POSITION PURPOSE: Enforces laws and performs other duties related to dogs or other domestic animals, and all other animals pursuant to Connecticut General Statutes, City Ordinances, and Middletown Police Department Standard Operating Procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of): Provides on-call coverage of off duty hours of the full-time Animal Control Officer (ACO); Assists full-time ACO when necessary; receives verbal and written direction from supervisors; Enforces laws pursuant to CT General Statutes and City Ordinances concerning animals; Responds to animal complaints and conducts investigation; Drives a radio dispatched animal control vehicle; Captures, handles, impounds and transports roaming, vicious, injured or mistreated dogs, cats and other domestic animals; Arranges for the return, adoption or disposal of impounded animals; Evaluates sick or injured wildlife for the control of rabies; Euthanizes and disposes of sick or injured wildlife, as needed; Assists police or public in responding to animal emergencies; Uses professional manner to interact with a variety of individuals; Responds to phone calls and voicemail messages in a courteous and efficient manner; Maintains accurate records and logs; Prepares narrative and statistical reports; Performs all other functions relating to statutory duties of an ACO; and, adhere to rules and regulations of the Middletown Police Department.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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